



INSTRUCTIONS SECOND HAND DEALER LICENSE

CITY OF CLEVELAND
DEPARTMENT OF FINANCE
Division of Assessments &
Licenses
601 Lakeside Avenue, Room 122
Cleveland, Ohio 44114

Phone: 216.664.2260

Hours of Operation:
8am to 5pm Weekdays

DALLicenses@city.cleveland.oh.us

When Do You Need a Second Hand Dealer's License

A secondhand dealer license is requirement whenever a person, firm or corporation purchases, sells, exchanges, or receives secondhand articles of any kind other than special purchase articles as defined in Section [676.06](#), scrap iron, and scrap metal. Please reference Section [676.06](#) for exclusions to the definition of secondhand articles.

This is an annual license that expires on September 30th.

City of Cleveland employees may not provide legal advice to the public. The information provided is for informational purposes only and is not legal advice. For questions regarding the application of a city ordinance or regulation, you should consult an attorney regarding your specific situation.

City of Cleveland Codified Ordinance Chapter 676 at [Secondhand Dealer License Chapter 676](#)

How to Apply for a Second Hand Dealer's License

In Person: Cleveland City Hall, Assessments and Licenses, 601 Lakeside Avenue, Room 122, Cleveland, OH 44114. Applications will be accepted Monday – Friday, 8:00 am – 5:00 pm

By Mail: City of Cleveland, Division of Assessments and Licenses, 601 Lakeside Avenue, Room 122, Cleveland, Ohio 44114

Online: DALLicenses@city.cleveland.oh.us

What to bring with you

- Completed application
- The fee of \$125.00 is payable at the time of application submission. Fees can be paid in form of cash, check, debit or credit card. Make all checks payable to the City of Cleveland.



SECOND HAND DEALER LICENSE APPLICATION

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DATE

FEE: \$125.00

ALL LICENSES SHALL BE ISSUED BY OCTOBER 1ST EACH YEAR AND WILL EXPIRE ON SEPTEMBER 30 NEXT SUCCEEDING THE DATE OF ISSUANCE. SEE CODIFIED ORDINANCES §676.07.

SECTION A: TYPE OF APPLICATION

<input type="checkbox"/>	Person (Sole Proprietorship)	<input type="checkbox"/>	Limited Liability Company
<input type="checkbox"/>	Corporation	<input type="checkbox"/>	Partnership (General or Limited)
<input type="checkbox"/>	Other: (specify)		

SECTION B: APPLICANT INFORMATION

Name			
Address			
City		ST	Zip
Phone		Email	
Social Security or Federal ID Number			

SECTION C: BUSINESS INFORMATION

Name		
Address		
City		ST Zip
Ward number		



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SECTION D: QUESTIONNAIRE

Has the Applicant <u>or</u> the person completing this application (if different) ever been convicted of receiving stolen property?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
Describe type of goods to be sold				
Do the goods being sold include "Regulated Items" as defined by §676.01(a)(5)?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
Does the Applicant operate a "Junk Cart" or operate as a "Junk Dealer"? (Yes requires separate license)	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
Does the Applicant operate a "Scrap Metal Processing Facility" or operate as a "Scrap Metal processor"? (Yes requires a separate license)	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
Does the Applicant peddle old clothes in the ordinary course of business? (Yes requires a separate license)	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO

By signing, Applicant acknowledges that they have read and understand Codified Ordinances §676.06 (Reporting and Retention Requirements), §676.08 (Records and Inspection), §676.09 (Reports to Police), §676.10 (Minimum Holding Period), §676.11 (Dealer Limitations), §676.12 (License Revocation), §676.14 (Responsibility for Employees), §676.15 (Violations), and §676.99 (Penalties) and understands the obligations of a Secondhand Dealer contained therein.

APPLICANT SIGNATURE

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OFFICE USE ONLY

Assessments and Licenses
License Number
Application Fee Included
Date Issued

☐ Yes ☐ No